

Faculty Senate | **Treasurer**

The **Executive Committee (EC)** of the Faculty Senate shall be comprised of the President, Vice President/President Elect, Immediate Past President, Secretary, **Treasurer**, Provost's Council Representative, University Curriculum Committee (UCC) Representative, Member-at-Large, Parliamentarian, and the APSU Board of Trustees Faculty Representative.

Eligibility:

The Treasurer shall be a full-time faculty member, duly elected by members of the Senate.

Role:

The role of the Faculty Senate Treasurer is to be responsible for the finances of the Faculty Senate, including managing the Senate's allocated budget and maintaining all financial records.

Responsibilities:

The primary responsibilities of the Treasurer include:

- serving as the liaison between the Faculty Senate and the University's Budget Review Committee.
- monitoring the annual budget. [The Treasurer does not set or negotiate this budget.]
- managing and processing reimbursements for Senate members as needed, to include travel expenses.
- presenting financial updates to the Senate, as needed.

Positional University Committee Assignments:

By virtue of the role, the Treasurer may be asked to serve on committees as needed.

Detailed Timeline:

May Contact the outgoing treasurer to request any physical files, digital spreadsheets, or specific "lessons learned."

Work with the Administrative Assistant who will be accessing *GovsSuite* on behalf of the Treasurer. Ensure credentials are active for *GovsSuite*.

Confirm the Fund, Organization, Account, and Program (FOAP) code needed for every transaction.

Review historical spending. Ask for a copy of last year's ledger. The budget is usually about \$2000 to \$3000. Total travel reimbursements are generally around \$1,000, with the balance for events and plaques. Payment will be needed for the perpetual plaques' nameplate engraving for the Senate President and the Staff Service and Sollie Fott Faculty Senate Leadership Awards.

Aug. Sync with the Senate President and briefly discuss the anticipated travel schedule for the year.

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Check the tailgate date. Identify when the Fall football tailgate is scheduled so you can prepare for those specific booth expenses. There will likely be tailgate costs to reimburse in September.

Check the Customs House Date. Identify any dates and events when the Senate may need to reserve the Customs House.

Fall/Spring Attend each weekly meeting of the Faculty Senate Executive Committee (Thursday afternoons, starting at 1:00 pm).

Attend each monthly meeting of the Faculty Senate (the fourth Thursday afternoon of the month, starting at 3:00 pm).

Review drafts of the Faculty Senate Meeting Minutes and provide feedback to the EC.

Reimburse expenses as appropriate.

Feb. Prepare to cost out and reimburse plaque expenses for the Staff Service Awards and the Dr. Solie Fott Faculty Senate Leadership Award.

Mar. Assist with the planning and payment for Awards to include:

1. the acrylic award for the Staff Service Award winner.
2. a check for \$500 for the Staff Service Award winner.
 - o contact Accounting.
 - o pick up before the April Senate meeting, to present to the winner.
3. the awards for each member of the EC.
4. the nameplates engraved for the recipient of the Dr. Solie Fott Faculty Senate Leadership Award.

Apr. Ensure payment for all awards costs discussed above.

May Execute any final reimbursements, as necessary.

Meet with the incoming Treasurer and provide the most recent budget information.